Town of Wenham

Town Hall & Police Station Building Committee Meeting of Thursday, February 23, 2006 Fire Station Meeting Room 7:30 p.m. Meeting #96

Present: John Darling, Chair; Jeff Chelgren, John Clemenzi, Ken Walsh, Bill Nichols, Don Bannon,

Ken Whittaker, Stan Dodge, Jim Howard, Harriet Davis, David Mehlin, Todd Brainard

Also Present: Police Officer Jeff Tobey; Catherine Tinsley, Secretary

Not Present: Tom Tanous, Ben Tymann

7:30 p.m. – Mr. Darling called the meeting to order and identified the agenda.

Minutes

There were none ready for review at this meeting.

Presentation

Architect J. Stewart Roberts was present and briefly reviewed his presentation.

Mr. Roberts said that Phil O'Brien of his office was able to tour town hall during the day and identified original architectural details such as wainscoting, crown molding and original trim.

He told the Committee that the work on the interior demolition contract is continuing.

Mr. Roberts first reviewed the general programming for each of the town hall and police station buildings, noting the space has been broken down according to the specific needs of the various departments and identified the reasoning for the layout.

He first addressed the police station programming, saying there is not much space to cut back on, and there may be some additional needs not addressed in the previous 2003 design.

Mr. Roberts explained in detail the space in the programming of the station and noted if there is a second story, space for egress stairs and an elevator needs to be taken into consideration.

He identified a training room, muster room, and additional offices are not included in the programming.

Mr. Roberts went on to review the renovated town hall programming and detailed the function and size of each room

He identified there is an addition to the rear of the town hall to house stairs, the elevator and toilet rooms.

Mr. Chelgren provided the Committee with a memorandum identifying the current set-up of town hall office floor space in the center school and comparing it with the 2003 plan. He briefly reviewed the square footage listed for each office space, saying in most cases the space in the 2003 plan is somewhat less than the current center school space.

There was a general discussion of the space allotted for each department.

Mr. Roberts identified the head room in the town hall basement is only 7'6" which is at code minimum and told the Committee that he does not advise planning public space for the basement, adding it would be necessary to install an air ventilation system.

Mr. Chelgren identified it is important to be able to secure the town hall offices when there are public meetings after business hours. For example, the 2003 design allowed the office doors and service counter windows to be locked when the selectmen's room is open for a night meeting.

Mr. Roberts reviewed the various design approaches that he is developing for the Committee. These included a two-story police station attached to the rear of the town hall building, sharing the elevator space, toilets and mechanical systems; a two-story free standing station on the town hall site; and a one-story station on the site of the existing fire and police station.

Mr. Roberts noted that in previous plans the town hall was moved forward on the site allowing for more room to build a free standing police station on the site.

Mr. Roberts went on to review a single story police station plan on the current police/fire station site. After identifying the set backs from the property lines, Mr. Roberts described the space as 4400 sq ft. slab construction.

The Committee discussed constructing the station with the possibility of adding a second floor in the future. The architect told the Committee this can be included in the cost estimate for consideration and commented it will be an additional cost to the original construction, but less expensive to add space in the future by planning for it now.

Mr. Darling noted a thorough zoning study needs to be done of the police/fire station site.

Mr. Roberts told the Committee that Mr. O'Brien will make a presentation regarding his Chapter 34 analysis of the 2003 plans at a future meeting.

Mr. Darling reported that the BOS approved the Community Preservation Act application and it was submitted to the Community Preservation Committee. He said the CPC will review the applications on March 1, 2006 and the BC application is scheduled for 8:50 p.m.

He encouraged the BC members to attend and said he would make a brief presentation of the application to the CPC.

Mr. Darling noted that the Committee will need to retain a cost estimator to work with the architect on the various designs, which will be discussed at the next meeting.

The Committee discussed the schedule for future meetings and it was agreed to meet weekly on Thursday evenings at 7:30 p.m. at the Fire Station, if available, and that this schedule will continue at least through April, and that adjustments to the schedule can be made as necessary.

9:35 p.m. – Ms. Davis moved to adjourn, Mr. Dodge seconded and the motion was approved by unanimous vote.